

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
March 5 – 9, 2018**

**MONDAY, MARCH 5, 2018**

*10:00 am	Planning Comm. Board of Directors – Transportation Subcmte.	GB Metro Trans. Center 901 University Ave.
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**TUESDAY, MARCH 6, 2018**

(No Meetings)

**WEDNESDAY, MARCH 7, 2018**

*11:00 am	Public Safety Committee	Sheriff's Department 2684 Development Drive
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*6:15 pm	Administration Committee	Room 200, Northern Building 305 E. Walnut Street
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*6:30 pm	<del>Planning Commission Board of Directors</del> – MEETING CANCELLED	GB Metro Trans. Center 901 University Avenue
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**THURSDAY, MARCH 8, 2018**

*8:00 am	Criminal Justice Coordinating Board - AGENDA TO FOLLOW	District Attorneys' Office 300 E. Walnut Street
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*5:15 pm	Human Services Board	Sophie Beaumont Building 111 N. Jefferson St.
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**FRIDAY, MARCH 9, 2018**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA  
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS  
TRANSPORTATION SUBCOMMITTEE**

**Monday, March 5, 2018  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:00 a.m.**

**ROLL CALL:**

***(Voting)***

Craig Berndt	_____	Tom Klimek	_____
Dave Betts	_____	Doug Martin (Chair)	_____
Dan Drewery	_____	Tom Miller	_____
Geoff Farr	_____	Rebecca Nyberg	_____
Steve Grenier	_____	Eric Rakers	_____
Matt Halada	_____	Brandon Robinson	_____
Ed Kazik	_____	Nick Uitenbroek (Vice-Chair)	_____
Patty Kiewiz	_____	Vacant – Oneida Nation	_____

***(Non-voting)***

Mary Forlenza (FHWA – Madison)	_____
Diane Paoni (WisDOT – Madison)	_____
William Wheeler (FTA Region 5)	_____

**ORDER OF BUSINESS:**

1. Approval of the September 18, 2017 Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding Green Bay Urbanized Area Transportation Alternatives (TA) projects for 2018-2022.
3. Discussion regarding the development of a stormwater management criterion for the MPO's Surface Transportation Block Grant (STBG) Project Evaluation and Scoring Process.
4. Discussion regarding a pedestrian crosswalk education day in the Green Bay Metropolitan Area.
5. Any other matters.
6. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

# BOARD OF SUPERVISORS

## Brown County



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PHONE (920) 448-4015 FAX (920) 448-6221

**PUBLIC SAFETY COMMITTEE**  
Patrick Buckley, Chair  
Andy Nicholson, Vice Chairman  
Bill Clancy, Guy Zima, Patrick Evans

### **PUBLIC SAFETY COMMITTEE**

**Wednesday, March 7, 2018**

**11:00 a.m.**

**Brown County Sheriff's Office  
2684 Development Drive, Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 7, 2018.

#### **Comments from the Public.**

1. **Review Minutes of:**
  - a. Fire Investigation Task Force Board of Directors (December 14, 2017).

#### **Treatment Courts**

2. Treatment Court Update from Judge Zuidmulder.

#### **Circuit Courts, Commissioners, Probate**

3. Budget Adjustment Request (18-45): Reallocation between two or more departments, regardless of amount.
4. Director's Report.

#### **District Attorney**

5. District Attorney Report.

#### **Public Safety Communications**

6. 2017-2018 Carryover Funds.
7. Budget Adjustment Request (18-44): Reallocation between two or more departments, regardless of amount.
8. Director's Report.

#### **Medical Examiner**

9. Budget Status Financial Report for January 2018.
10. 2018 Medical Examiner Activity Spreadsheet.
11. Medical Examiner's Report.

#### **Sheriff**

12. Budget Adjustment Request (18-38): Reallocation between two or more departments, regardless of amount.
13. Update on Jail Addition – *Standing item.*

14. Sheriff's Report.

#### **Resolutions & Ordinances**

15. Resolution regarding Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.

#### **Communications**

16. Communication from Supervisors Sieber/Linssen/Becker re: To include in the 2018 budget up to \$150,000 to RFP for services to find efficiencies in our criminal justice system. *Held for one month*
17. Communication from Supervisors Brusky and Schadewald re: This is our request to form a Criminal Justice System Efficiency Improvement Work Group. This multi-function team would seek to identify opportunities to increase the justice system's operational efficiency and recommend specific actions to contain the growth and/or reduce the system's operating costs. *Held for a month*
18. Communication from Supervisor Buckley re: Have parties involved in the EM-1 Process (Human Services) attend the Public Safety Committee meeting to give an update on streamlining the process. *Held for two months.*
19. Communication from Supervisor Buckley re: Ask the Sheriff's Department as the lead agency in Brown County to host a meeting between law enforcement and school districts in Brown County to evaluate school security. *Referred from February County Board.*

#### **Clerk of Courts; Emergency Management** – No agenda items.

#### **Other**

20. Audit of bills.
21. Such other matters as authorized by law.
22. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Richard Schadewald, Chair  
Vacant, Vice-Chair

Mark Becker, James Kneiszel, John Vander Leest

### ADMINISTRATION COMMITTEE

Wednesday, March 7, 2018

6:15 p.m.

Room 200, Northern Building  
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 7, 2018.

- 1. Review minutes of:
  - a. Housing Authority (January 15, 2018).

### Comments from the Public

### Communications

- 2. Communication from Supervisor Linssen re: To allocate up to \$150,000 for a study on options for regional Fiber-to-the-Premises development. *Held for 30 days.*
- 3. Communication from Supervisor Linssen re: To have the County Clerk report to the County Board regarding citizen reports of Election Day deregistration issues. *Referred to the County Clerk at February County Board; Also appears on this agenda at the request of Supervisor Linssen.*
- 4. Communication from Supervisor Hoyer re: Pursue contracting or hiring a grant specialist to find and complete grant applications in the area of Human Services. *Held for 30 days.*

### Budget Adjustment Requests

- 5. Budget Adjustment Request (18-38): Reallocation between two or more departments, regardless of amount (Sheriff).
- 6. Budget Adjustment Request (18-44): Reallocation between two or more departments, regardless of amount.
- 7. Budget Adjustment Request (18-45): Reallocation between two or more departments, regardless of amount (Circuit Court).

### Resolutions & Ordinances

- 8. An Ordinance to Amend Section 2.13 (Closed Sessions and Minutes) of Chapter 2 of the Brown County Code of Ordinance.

### Child Support

- 9. Departmental Openings Summary.
- 10. Director Summary.

### **Technology Services**

11. Budget Status Financial Report for January 2018.
12. 2017-2018 Carryover Funds.
13. Technology Services Monthly Report.
  - a. Response to Fiber-to-the-Premises Development.
  - b. 2018 Cyber Security Report.

### **Treasurer**

14. Treasurer's Report - Department Update:
15. Discussion and possible action on the sale of the following tax deed parcels:
  - a. Parcels SU-796-3, SU-796-4, SU-796-5 at E. Deerfield Ave. in the Village of Suamico (discuss results of meeting with Village of Suamico officials and BC Corp Counsel).

### **Corporation Counsel**

16. Discussion Regarding Options to Revise Chapter 32 of the Brown County Code of Ordinances entitled "Equal Opportunity in Housing," Including Discussion on: 1) Entirely Revising Ch 32 to Utilize Existing State Enforcement Mechanisms (WI Department of Workforce Development); and 2) the Implications of Adding Gender Identity as a Protected Class to Ch 32.
17. Corporation Counsel Report.

### **Human Resources**

18. Budget Adjustment Request (18-37): Reallocation of up to 10% of the originally appropriated funds between and levels of appropriation (based on lesser of originally appropriated amounts).
19. Resolution re: Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.
20. Budget Status Financial Report through December 2017.
21. Turnover Reports.
22. Department Vacancies Report.
23. Health & Dental Plan Reports.
24. Director's Report.

### **Department of Administration**

25. Budget Adjustment Request (18-43): Any allocation from a department's fund balance.
26. Budget Adjustment Log.
27. Director's Report.

### **County Clerk** – No items.

### **Other**

28. Audit of bills.
29. Such other matters as authorized by law.
30. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PLANNING COMMISSION

*Brown County*

305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487  
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**CHUCK LAMINE, AICP**

PLANNING DIRECTOR

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
Wednesday, March 7, 2018  
Green Bay Metro Transportation Center  
901 University Avenue, Commission Room  
Green Bay, Wisconsin  
6:30 p.m.

The March 7, 2018, meeting of the Brown County Planning Commission Board of Directors has been cancelled.

The next meeting is scheduled for Wednesday, April 4, 2018.

## BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD

Thursday, March 8, 2018

SOPHIE BEAUMONT BUILDING

111 N. JEFFERSON ST.; GREEN BAY, WI 54301

5:15 P.M.

### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of February 8, 2018 Human Services Board Meeting.
4. Executive Director's Report.
5. Re-appointment of Carole Andrews and JoAnn Grashberger as Citizen Board Members.
6. CTC Administrator Report including NPC Monthly Report.
7. Financial Report for Community Treatment Center and Community Services.
8. Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.\*
9. Request for New Non-Continuous Provider & New Provider Contract.\*
10. Other Matters.
11. Adjourn Business Meeting.

*\*Note: attached as written reports*

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.





## MARCH 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8 Criminal Justice Coordinating Board 8:00 am	9	10
11 	12 Executive Cmte 5:30 pm	13	14	15	16	17 
18	19	20 Veterans Recognition Subcmte 4:30	21 Mental Health Ad Hoc 12:00 Spec. Admin 6:45 pm Special PD&T 6:45 pm <b>Board of Supervisors 7:00 pm</b>	22	23	24
25	26 Land Con 6 pm PD&T 6:15 pm	27	28 Human Services 6:00 pm <i>*Note time change</i>	29 Ed & Rec 5:30 pm	30	31

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center - Nominating and Human Resources (September 13, 2017)
- Aging & Disability Resource Center (December 14, 2017)
- Fire Investigation Task Force (December 14, 2017)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING**      **September 13, 2017**

**PRESENT:** Larry Epstein, Pat Finder-Stone, Beth Relich, Bev Bartlett, Mary Johnson, Mary Derginer, Debi Lundberg

**EXCUSED:**

**ALSO PRESENT:** Devon Christianson, Debra Bowers, Laurie Ropson, & Kristin Willems.

The meeting was called to order by Mr. Epstein at 3:05 P.M.

**ADOPTION OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE NOMINATIONS AND HUMAN RESOURCES COMMITTEE  
April 14, 2016:**

Ms. Johnson/Ms. Bartlett moved to approve the minutes of the Nominations & Human Resources Meeting April 14, 2016.

**REVIEW AND APPROVAL OF POSITIONS AND TABLE OF ORGANIZATION CHANGES**

Ms. Christianson informed the committee of the resignation of Sandy Groeschel in the Nutrition/Volunteer Coordinator position. Ms. Christianson explained that when an employee leaves the agency, the position and duties are reviewed for efficiency and updates are made if appropriate. Ms. Christianson explained the newly opened Grounded Café' requires additional time and oversight from this position. In addition, changes in staff and volunteers in the Home-Delivered meal program including De Pere and Denmark locations have required the need for the Nutrition Coordinator and Nutrition Assistant to assist with packing and delivering meals. It was also determined that much of the time spent supporting the ADRC volunteers is administrative in nature. For example, annually updating and tracking HIPAA, Conflict of Interest and Confidentiality requirements for over 450 volunteers. Ms. Christianson also reported that each department is responsible for training their volunteers but each requires support in initial interviews to determine areas of interest for volunteers and then onboarding/orienting new volunteers to the agency. Ms. Christianson is therefore recommending the addition of an Office Assistant to take over administrative duties of the volunteer program. This person will also develop a plan to recruit volunteers using social media and other tools. In addition, Ms. Christianson is recommending approval for an additional part-time home-delivered meal driver position. This is would be more efficient than pulling more expensive resources.

Ms. Bowers referred to a handout indicating the annual budget impact summary for both positions for the remainder of 2017 and all of 2018. Ms. Bowers explained that due to the increased revenue from MCO's for meals provided to customers through Long Term Care program allows the availability for these positions from a budget perspective.

Additional discussion ensued. Ms. Christianson demonstrated the organizational structure for the Nutrition and administrative departments.

**a) Office Assistant: Volunteer Support**

Ms. Relich/Ms. Derginer moved to approve the additional Office Assistance positon. **MOTION CARRIED.**

All present decided to make a separate motion for approval of the HDM Driver position as per discussed above.

b) HDM Driver:

Ms. Johnson/Ms. Lundberg moved to approve the additional HDM Driver position. **MOTION CARRIED.**

**ADJOURN:** Ms. Lundberg/Ms. Derginer moved to adjourn. The meeting adjourned at 4:08 p.m.  
**MOTION CARRIED.**

Respectfully submitted,

Kristin Willems, Administrative Specialist

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**  
**December 14, 2017**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Beth Relich, Mary Johnson

**EXCUSED:** Linda Mamrosh, Mary Derginer, Arlie Doxtater, Amy Payne

**ABSENT:** Corrie Campbell

**ALSO PRESENT:** Laurie Ropson, Devon Christianson, Christel Giesen, Kristin Willems, Denise Misovec, Tina Whetung, Tom Smith, Olivia Fero, Pa Houa Xiong, Nyna Frelich, Sarah Scott, Robin Kuklinski, Devin Yoder, Lisa Conard

The meeting was called to order by Chairperson, Epstein at 8:35 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

All introduced themselves including new ADRC staff members.

**ADOPTIONS OF AGENDA:**

Mr. Epstein communicated the need to move item 9 on the agenda to number 6.

Ms. Finder-Stone/Ms. Lundberg moved to adopt the amended agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF October 26, 2017:**

Ms. Bartlett/Ms. Johnson moved to approve the corrected minutes for the October 26, 2017 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**85.21 2018 PLAN APPROVAL- CHRISTEL GIESEN:**

Ms. Giesen explained that the ADRC has administered the 85.21 Specialized Transportation Grant Program for Brown County since 1993 requiring annual review and approval of the plan by the Board. Ms. Giesen explained this will be the last year for this approval as it has been determined that a County entity must administer the plan and a non-profit organization (such as the ADRC) may not.. Therefore, after exploring all of the options, the natural positive county department, Brown County Planning, was approached and they responded positively to the request. Brown County Planning administers similar services and will take on this responsibility on January 2018. Mr. Yoder from Brown County planning explained that prior relationships were already established between Brown County planning and the ADRC and feels the transition is going smoothly. Mr. Yoder explained that with the exception of this change, the intent is not to make any major changes to the program itself as it is working well. Ms. Giesen stated that she, and several many members of the ADRC Board, are active members of the Transportation Coordination Committee and will remain involved as advocates for ADRC customer populations.

The 85.21 Specialized Transportation Assistance Program provides state financial aid to all 72 Wisconsin counties to serve older adults and people with disabilities. The 85.21 Specialized Transportation Assistance Program operates on an annual, calendar-year basis. Brown County has an estimated 31,232 residents who are 65 years of age or older and 17,802 residents who are under 65 years of age and have a disability. Brown County's allocation for 2018 is \$ \$548,036 and when combined with the mandatory 20% local match there is a total of \$657,644.25.

Ms. Giesen reviewed the 85.21 application, project summaries, budgets, and the overall plan summary. The plan proposes and requests approval for funding for a 4 projects: Brown County Health and Human Services Department, Curative Connection's Transportation Program, Mobility Management Program and the Salvation Army. Ms. Giesen

explained that the application includes adding \$2,957 to the trust fund, which is used “to maintain equipment purchased through 5310 funds, assist with major repair costs for vehicles when those expenses exceed \$5,000.00, as match or to assist with the purchase of the unexpected replacement of vehicles and support the Mobility Management Program in Brown County.” The current balance of Brown County’s 85.21 Trust Fund is \$58,603.00.

Ms. Giesen shared that there were 2 public hearings that were well attended and generally positive about the specialized transportation programs, but did identify gaps including the lack of evening, weekend and holiday specialized transportation services, and the importance of transportation for the purpose of socialization, support groups and prevention classes. The feedback provided has resulted in working with Curative to increase access to transportation for support groups and prevention programs.

Ms. Finder-Stone/Ms. Relich moved to approve the 2018 85.21 Plan. **MOTION CARRIED.**

Ms. Christianson asked to move agenda item 8a. to item 7.

Ms. Finder-Stone/Ms. Lundberg moved to amend the agenda as requested. **MOTION CARRIED.**

#### **DIRECTORS REPORT:**

##### **A. DCS ASSISTANT POSITION TO THE ORG CHART:**

Ms. Christianson explained there was a temp Dementia Care Specialist Assistant position in place until December 2017. She then shared that with the approval of the Dementia Care Specialist Position within the state budget, the work in this area is overwhelming and there is funding available to permanently add a Dementia Care Specialist Assistant position.

Ms. Bartlett/Ms. Lundberg moved to approve the DCS Assistant position. **MOTION CARRIED.**

#### **ANNOUNCEMENTS- THANK YOU BETH RELICH:**

Ms. Christianson shared some of the important decisions made by the Board during the 6 years that Beth Relich was a member of ADRC Board of Director’s member representing the population of children with disabilities transitioning from high school into the adulthood. Ms. Christianson thanked Ms. Relich for her time and advocacy. Ms. Christianson vowed the ADRC would continue to passionately serve and focus on this population of young adults at the ADRC. Ms. Relich thanked the ADRC as well.

#### **FINANCE REPORT:**

##### **REVIEW AND APPROVAL OF FINANCE REPORT – November 2017:**

Ms. Christianson referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of November.

Ms. Christianson will add this action item to the January 25, 2018 meeting agenda.

##### **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

The ADRC received a \$200.00 restricted donation from the Brown County Sheriff’s Benevolent Association for the Cookie Decorating Extravaganza. The ADRC received a \$500.00 restricted donation from Jeff Brault in memory of Rudy and Rosemary Brault. The ADRC received a \$500.00 restricted donation from Randy Trembl in memory of Robert Trembl.

Ms. Christianson will add this action item to the January 25, 2018 meeting agenda.

#### **REPORT OF THE EXECUTIVE & FINANCE AND THE HR & NOMINATIONS MEETING:**

##### **A. Slate of Officers and Board Positions:**

Mr. Epstein shared that Beth Relich is the only exiting board member this year. Tom Smith was approved by the committee to take her place representing persons with developmental disabilities.

Mr. Smith introduced himself to the board and shared his background.

Mr. Epstein explained that recruitment for the vacancy to represent persons with physical disabilities is still in process. Ms. Christianson explained that she has a meeting set with a possible candidate.

Ms. Derginer was nominated and approved to take the Treasurer position on the Executive Committee.

#### **DIRECTORS REPORT: (cont.)**

##### **B. GWAAR-ANNUAL PLAN AMENDMENT AND BUDGET:**

Ms. Christianson explained that GWAAR has a policy to submit an approved for which is created from information that was approved by the board through the budget in July 2017. Ms. Christianson referred to the summary page and explained difference in revenue sources. This information is just from GWAAR – Older American's Act or Aging program dollars only.

Ms. Christianson will add this action item to the January 25, 2018 meeting agenda.

##### **C. 3 YEAR AGING PLANNING PROCESS AND DENMARK UPDATE:**

Ms. Christianson explained the 3 year aging plan is due in November 2018. Ms. Christianson explained that she along with Dr. Higgins, volunteers; Mr. Meyer, and Mr. Sinkula has been meeting to create the questions that will be asked in the focus groups to gather information that will be used in creating the next aging plan. Ms. Christianson may ask for information on personal and professional circles that board members may be a part of to conduct these focus groups. Groups will be about 8 to 10 people. Ms. Christianson reminded the board that she will be asking for assistance in conducting some of these groups and also assisting with one on one interviews. Ms. Christianson will ask board members to interview people that board members know, but that do not know the ADRC. The goal is to reach individuals that do not currently use ADRC services.

Mr. Epstein shared an update on the discussions with the Denmark Community. He is seeing some change in opinions about what is needed and Denmark's focus is shifting and they are seeing more value in the services than in prior meetings. Ms. Christianson discussed a meeting held at the ADRC in Green Bay with the Denmark group. Ms. Bartlett explained that the meeting went over the time scheduled with discussion and a tour of the ADRC. Ms. Bartlett felt that many from Denmark were surprised and were not aware of the wide range of services that the ADRC offered. Ms. Bartlett felt that this spurred ideas around services for Denmark from the community leaders that were in attendance until the end of the meeting. Mr. Johnson shared he was surprised to hear the high cost of providing the congregate meal in Denmark due to low attendance numbers. He believes that increased urgency to finish discussion and come to solutions on how to move forward is appropriate considering the high cost associated with current situation. Ms. Christianson shared there are 15 home-delivered meals each day with just 2 congregate meals being served in Denmark. Ms. Christianson was asked by community leaders to attend the next village board meeting to present the ADRC investment in Denmark over the last 30 years. Additional conversation ensued. Ms. Christianson shared that after she attends the village board meeting she will meet again with the Denmark task force group to come up with alternatives to offer Denmark.

##### **D. BADGER TERRACE MEAL PROGRAM:**

Ms. Christianson shared that the ADRC was recently notified the Badger Terrace meal site (a subsidized housing unit serving approximately 17 to 20 people lunch each day) was requesting to cancel their location as a congregate meal site. Ms. Christianson explained that their housing manager retired and a long standing volunteer with the meal program has left. Ms. Christianson had a meeting with the new Housing Manager and found that they are finding it difficult to find resident volunteers to serve the meals and they do not want to continue. Ms. Christianson shared there would be significant challenges delivering home-bound meals to these residents due to differences in qualifying criteria from congregate dining to home-delivered meals at the site. Ms. Christianson is still in negotiations and has not officially received a final notice from Badger Terrace. A 60 day notice is required from the location at which point, alternatives for congregate meal participants will need

to be presented etc. Additional conversation ensued. Ms. Christianson will continue with discussion and will bring updates to the Board.

**LEGISLATIVE UPDATES:**

Ms. Christianson shared there are many dementia and caregiver related bills are being considered.

Ms. Christianson stated the proposed Federal tax bill will be of concern with proposed reductions in Medicaid.

Ms. Finder-Stone asked fellow board members to contact legislators often to express opinions.

**ANNOUNCEMENTS:**

Ms. Christianson announced that the ADRC Senior Center Coordinator in Pulaski, Kitty Kaari, will be retiring on December 31, 2017. Discussions with this rural community will need to take place to see what opportunities there will be in Pulaski. Ms. Christianson will keep the board updated.

**NEXT MEETING** – January 25, 2018 at the ADRC

**ADJOURN:**

Melanie Maczka / Randy Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist



## PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

### BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on Thursday, December 14, 2017, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Todd Delain, Brandon Dhuey, Glenn Deviley, Alan Matzke, Eric Dunning, David Lasee, David Poteat

Absent: Rob Goplin

Item #1. Adoption of the Agenda.

Motion was made by Delain and seconded by Deviley to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Delain and seconded by Dhuey to approve the minutes from the last meeting on September 7, 2017. **Motion carried.**

Item #3. Report of General Membership Coordinator.

Dhuey reported that the Task Force was called out to two fires since the last meeting—one in De Pere and one on Jody Drive in New Franken. He stated there have been 12 call-outs so far this year, which is below average. Two were fatal fires involving four deaths.

Dhuey stated that the General Membership inquired about purchasing a 3 gas monitor. It was decided by the Board that the Task Force can use a monitor from the fire department at a scene.

Motion was made by Delain and seconded by Deviley to approve the General Membership report. **Motion carried.**

Item #4. Financial Report.

Delain distributed a copy of the latest expense report. There is a balance of \$17,856.24 in the budget as of the end of November. As far as next year's budget, it was determined that a truck for the smokehouse would need to be found by summer as the purchase takes some time with needing to go to committees for approval. There was also discussion about any amenities that could be added to the smokehouse. Matzke will check into this.

Motion was made by Matzke and seconded by Lasee to approve the financial report. **Motion carried.**

Item #5. Old Business.

A. Disposition of Case Proceedings.

Lasee stated that the trial in the Hobart arson/homicide is coming up in January.

Motion made by Delain and seconded by Dhuey to approve the case proceedings report. **Motion carried.**

Item #6. New Business.

Delain reported that Dhuey has requested a leave of absence as coordinator from the Task Force, but he would still be part of the team and his leave would be reassessed later next year. Joe Patenaude, the assistant coordinator, is interested in taking over Dhuey's position during his leave. Motion was made by Delain and seconded by Dhuey to approve Patenaude as the General Membership coordinator. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

There was no JFS business to discuss.

Item #8. Other Matters.

Delain reported that he has put in the Sheriff's Office 2018 budget a FARO 3D laser scanner, which is a state-of-the-art software program for crime scene/accident reconstruction purposes but could also be used for fire investigations. A limited number of officers will be trained on it, including Dhuey and Patenaude. In order to run this software, a large capacity standalone computer is needed, which will be expensive. Delain requested that the Board approve funds up to \$5,000 from the Task Force budget to purchase this computer as the Task Force will benefit from the use of this system. Dunning suggested the funds be set at \$4,900. Delain stated this computer will need to be purchased by the end of the year. Motion was made by Deviley and seconded by Matzke to provide funds up to \$4,900 for the purchase of the computer for the FARO system. **Motion carried.**

Matzke stated that the fire chiefs proposed an on-call system for the Task Force, similar to what HAZMAT has. The incident commander on scene would call the on-call person for the Task Force to explain the circumstances, and then the on-call person would determine if the Task Force needs to respond. This may limit the need for Task Force call-outs. The Board discussed how to compensate the on-call person, and it was suggested they be paid for an hour's time, to be submitted by their agency to the Sheriff's Office for reimbursement. The Communications

Center would need to have a schedule in advance of who is on call. This will be put on the agenda for the next Board meeting for further discussion.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Wednesday, March 14, 2018, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Item #10. Adjourn.

Motion was made by Deviley and seconded by Delain to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary